
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE
October 4, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. There was a quorum.

Members Present

Aldinger, Jim	Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Loveridge, Ronald (Chair)	City of Riverside
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Young, Toni	City of Port Hueneme

Members Not Present

Edney, Jon (Vice Chair)	City of El Centro
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Parks, Bernard	Los Angeles
Washburn, Dennis	City of Calabasas

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Ronald Loveridge, Chair, City of Riverside, called the meeting to order at 8:30 a.m.

2.0 PUBLIC COMMENT PERIOD

There were no public comments.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

No agenda items were reprioritized.

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of August 30, 2007 Meeting

4.1.2 Contracts over \$250,000

4.2 Receive & File

4.2.1 Contracts/Purchase Orders and
MOUs between \$5,000 - \$250,000

Motion was made (Young) to approve the consent calendar. Motion was seconded (Pettis) and unanimously approved.

5.0 ACTION ITEMS

5.1 Sponsorship of the 2007 Mobility 21 Transportation Summit

Sylvia Patsaouras, Acting Director, Government & Public Affairs gave a brief summary of the November 5th Mobility 21 Summit and requested the Committee to authorize \$2,500 from the FY07-08 General Fund Budget project reserve to sponsor the event.

Hon. Toni Young asked if the Summit was already included in the budget. It was confirmed that it is included under the sponsorship portion.

Hon. Loveridge, Chair requested invitations for up to 10 Regional Council members. Wayne Moore and Ms. Patsaouras will make the arrangements for the additional attendees to attend the Summit.

Motion was made by (Young) to approve authorization. Motion was seconded (McCallon) and unanimously approved.

5.2 Amend C2 Group, LLC Contract

Staff requested the authority to expend \$10,000 from the FY07-08 general fund project reserve budget to fund the contract amendment 1 with C2 Group, LLC (C2), SCAG's federal lobbyist.

Motion was made by (Young) to approve as recommended. Motion was seconded (Burke) and unanimously approved.

6.0 INFORMATION ITEMS

6.1 CFO Monthly Financial Report for August 2007

Wayne Moore, CFO provided an overview and highlights of the Accounting, Budget & Grants, Contracts and Business Operations departments for the month of August. Referencing the pending furniture inventory and furniture replacement plan process going forward in the Business Operations department, Hon. Wapner inquired why SCAG was replacing furniture given the pending lease expiration and decentralization issues. Mr. Moore responded that only the conference room furniture which needs to be updated would be replaced at this time. The inventory would continue to determine what future purchases may be required.

7.0 SUBCOMMITTEE REPORTS

Wayne Moore discussed the need for the Administration Committee to review its subcommittee structure for further clarification on the roles, responsibilities and purpose of these subcommittees as directed by President Ovitt.

Handouts of the Audit Committee Charter were distributed to the Administration Committee members as a model for how to document the subcommittee responsibilities. Hon Young suggested that each subcommittee Chair draft a sample Charter and report back to the Administration Committee.

Hon. Harry Baldwin stated that the Communications and Membership Subcommittee met and recommended that their subcommittee report directly to the Regional Council, instead of the Administration Committee.

Joann Africa, Deputy Legal Counsel updated the Administration Committee on the status of the District Evaluations Subcommittee. Under the SCAG Bylaws, the Regional Council is required to evaluate the district boundaries every five years. The District Evaluations subcommittee was set up to review these issues and would make recommendations to the Administration Committee and Regional Council. Ms. Africa stated that this particular subcommittee has been dormant but needed to be revived given the provisions in the Bylaws. She noted that the previous make-up of the committee included a representative from each of the six counties within SCAG, and assuming we followed the same make-up, there are vacancies within the subcommittee to represent the counties of Los Angeles, San Bernardino, Ventura and Imperial. She indicated Councilmen Dixon and Pettis had previously indicated their interest to remain on the subcommittee. Hon. Loveridge, Chair, noted that although the President makes the appointments, the Administration Committee can also recommend appointments.

The following members volunteered to represent the counties with vacancies on the District Evaluation Subcommittee:

Hon. McCallon: representing *San Bernardino County*

Hon. Young: representing *Ventura County*

Hon. Clark: representing *Los Angeles County*.

Staff also indicated that they would ask the Hon. Jon Edney if he would be interested in representing Imperial County on this subcommittee.

The Administration Committee will present for appointment by the President the representatives mentioned above at the next Regional Council meeting.

Ms. Africa also indicated that under the Bylaws, a subregional organization can also make recommendations to the Regional Council regarding districts and that their input would be considered as part of the evaluation. Finally, she noted that the subcommittee would address an outstanding request by the Hon. Pettis to add the district within the Coachella Valley area of Riverside County.

The Administration Committee recommended that the District Evaluation Subcommittee begin to discuss these issues before the end of this calendar year.

Wayne Moore provided a brief summary of the Strategic Plan Implementation Task Force. The taskforce was responsible for the development of the 10-year Strategic Plan. One requirement of the plan is an annual review of the staff's progress in implementation of the strategic plan's objectives and goals. The annual review is due at the beginning of the fiscal year.

Hon. Young suggested that the taskforce annual review be a function of the Administration Committee and not a separate committee function.

Hon. Dixon suggested that the Personnel Subcommittee be placed on the Administration Committee as well based on the infrequency of their meetings.

The Administration Committee also noted that the 2007-2008 SCAG Regional Council Committees and Taskforce Organization Chart should be revised to include the Investment Subcommittee.

Hon. Loveridge requested that each subcommittee meet with their members and staff and submit a report or draft sample charter to the next Administration Committee meeting in November.

8.0 STAFF REPORT

Wayne Moore requested a budget workshop to discuss the priorities and outcome objectives for next year's work program (FY08-09). The workshop is scheduled for November 1, 2007 at 8:00 am as part of the Administration Committee meeting.

9.0 FUTURE AGENDA ITEMS

None

10.0 ANNOUNCEMENTS

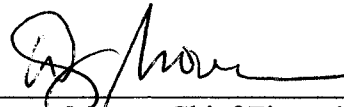
1. Hon. McCallon announced the WiFi seminar for members and City Managers being held at the Westin Bonaventure on Nov. 8, 2007.

2. The Inaugural class of the Regional Leadership academy was invited to a brief meeting with Richard Callahan following the Regional Council meeting today.

11.0 ADJOURNMENT

Hon. Ronald Loveridge, Chair, adjourned the meeting at 9:00 a.m.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

Member (including Ex-Officio) LastName, FirstName	Representing	X = County Represented						X = Attended				= No Meeting					NM = New Member			
		IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Aldinger, Jim*	Manhattan Beach		X					X						X			X			
Baldwin, Harry*	San Gabriel		X					X	X		X	X	X	X	X		X			
Burke, Yvonne*	Los Angeles County		X					X	X		X	X	X	X	X		X			
Clark, Margaret*	Rosemead		X					X			X		X	X	X		X			
Dixon, Richard*	Lake Forest			X				X			X		X	X	X		X			
Edney, Jon* Vice Chair	El Centro	X						X	X	X	X	X	X	X	X					
Loveridge, Ronald, Chair*	Riverside				X			X	X			X	X	X	X		X			
Lowenthal, Bonnie	Long Beach		X																	
Masiel, Andrew*	T.A.S.I.N.					X				X	X									
McCallon, Larry*	Highland					X		X	X			X	X	X	X		X			
Nowatka, Paul*	Torrance		X					X	X	X	X	X		X	X		X			
O'Connor, Pam*	Santa Monica		X																	
Ovitt, Gary*	San Bernardino County					X			X			X	X	X	X		X			
Parks, Bernard*	Los Angeles		X					X						X						
Pettis, Gregory*	Cathedral City				X			X	X	X	X						X			
Roberts, Ron*	Temecula				X			X			X		X	X	X		X			
Wapner, Alan*	Ontario					X			X	X	X	X	X	X	X		X			
Washburn, Dennis*	Calabasas		X					X	X	X	X		X							
Young, Toni *	Port Hueneme						X		X	X	X	X		X			X			
Totals		1	9	1	3	4	1													

* Regional Council Member